



TRANSPORTATION **REQUEST or CHANGE** 2015 - 2016 SCHOOL YEAR



PLEASE NOTE - Only one pickup and one drop off point is permitted for all students.

- Even if there are no changes in your child(ren)'s bussing information from last/current school year, you still need to complete this form to request transportation for the upcoming school year.
- Transportation services will be provided for students who attend a daycare facility located within their designated school attendance area.
- Allow three (3) business days for any bussing change/add requests during the school year. The Transportation Office will notify when arrangements have been made and it is in effect.
- Students are not allowed to get on or off the bus at a location other than the one they have been assigned even if it is on the same route.

School Attending }

- Pine Meadow Elementary
 Oak Ridge Elementary
 St. Francis Xavier
Within District Only
 Sartell Middle School
 Sartell High School

Student Name _____ Grade _____ (2015-2016)

Parent/Guardian _____

Street Address _____ Apt # _____

City _____ Home Phone _____

Cell Phone _____ Work Phone _____

Please complete the following information for transportation purposes:

Transportation **TO** school from: (please check one—**only one permitted**)

- Home
 Daycare
 Parent will transport

Transportation **FROM** school to: (please check one—**only one permitted**)

- Home
 Daycare
 Parent will transport
 Goes to Kidstop

Daycare Facility/Provider Information:

Name _____ Phone _____

Address _____



(Signature of Parent or Guardian)



(Date)

EFFECTIVE DATE : _____

Mail: Transportation Department
 1111 27th St N.
 Sartell, MN 56377
 Fax: (320) 656-3773
 Email to: trans748@sartell.k12.mn.us (as a .PDF)

PLEASE RETURN THIS COMPLETED FORM AS SOON AS POSSIBLE. If you send this in via e-mail and do not receive confirmation (within 24 hours) that your request was received, please contact the Transportation Department.

If you have additional questions, please contact Transportation at (320) 656-3724. Thanks!